



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 778.6

Job Title: **MANAGING ENGINEER**

Pay Grade: 31

GENERAL SUMMARY:

Manages and directs a variety of engineering activities and personnel to identify, evaluate, manage and rehabilitate various facilities and systems. Provides technical guidance and training to technical staff.

RESPONSIBILITIES:

- Manages and directs work assignments of technical professionals.
- Serves as project manager on designated projects.
- Supervises and monitors quality control efforts of personnel and external consultants.
- Attends and conducts meetings and conferences.
- Provides technical expertise in researching, developing, redesigning, monitoring and implementing various plans, designs and projects.
- Trains and develops new hires and existing staff personnel.
- Performs general administrative activities to provide support to departments.
- Manages requests for services and establishes performance standards.
- Coordinates database management.
- Negotiates contracts with A/E firms for services ensuring compliance to specifications.
- Recruits, selects and hires technical personnel to enhance productivity.
- Interfaces with departments to achieve goals and objectives.
- Manages major departmental function. Establishes goals and evaluates section, develops and evaluates performance, develops and manages budget.

SPECIFICATIONS:

KNOWLEDGE:

Requires graduation from an approved curriculum in engineering by the State Board of Registration for Professional Engineers with satisfactory standing;

OR

Requires graduation from an engineering or related science curriculum at a recognized institution of higher education, other than a curriculum approved by the Board, and passage of the eight-hour fundamentals of engineering examination prescribed by the Board.

SPECIFICATIONS: (Continued)

CERTIFICATE/LICENSE:

Requires registration as a Professional Engineer in the State of Texas. A specific branch of engineering (such as civil, mechanical, structural, etc.) may be required.

May require a valid Texas driver's license and compliance with the City of Houston's policy on driving.

EXPERIENCE:

Eight years of active practice in engineering work after graduation from an approved curriculum in engineering, with four of the years as a licensed Professional Engineer, are required.

COMPLEXITY:

Work is nonstandardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

IMPACT OF ACTIONS:

Errors in work could lead to major costs and problems, and could significantly affect short-term results of the City. Work is typically performed under general direction with policy direction provided. The incumbent participates in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Managers and Assistant Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues requiring diplomacy; e.g., important contacts involving difficult matters of agreements, negotiations and controversies.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Graduate Engineer
Engineer
Supervising Engineer
Managing Engineer

Effective: October 1990

Revised: August 2004